

**Unit DR6N 04 (1GEN1)**

**Maintain a safe, hygienic and secure working environment**

This Unit has the following elements:

**Element 1 (1GEN1.1)**

**Maintain personal health and hygiene**

**Element 2 (1GEN1.2)**

**Help to maintain a hygienic, safe and secure workplace**

**Candidate Name:**

**Assessment Centre:**

*I have completed the requirements of this Unit.*

**Candidate signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*I can confirm the candidate has completed all requirements of this Unit.*

**Assessor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Assessor counter signature:**  
(where applicable) \_\_\_\_\_ **Date:** \_\_\_\_\_

**IV signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IV counter signature:**  
(where applicable) \_\_\_\_\_ **Date:** \_\_\_\_\_

## Unit DR6N 04 (1GEN1)

## Maintain a safe, hygienic and secure working environment

### Unit Summary

This Unit is about basic health, hygiene, safety and security. This includes maintaining a clean and hygienic personal appearance, getting any cuts and grazes treated, and reporting illnesses and infections. The Unit covers safety and security in your workplace — helping to spot and deal with hazards and following emergency procedures when necessary.

The typical day-to-day activities you might carry out for this Unit include:

- ◆ keeping your personal appearance neat, tidy and hygienic
- ◆ getting cuts and scratches treated and reporting illnesses
- ◆ practising fire and other emergency procedures
- ◆ helping to keep your customers, colleagues and visitors safe by dealing with hazards
- ◆ working in a healthy and safe way
- ◆ maintaining hygiene in your work
- ◆ following security procedures

What some of the words in this Unit mean	
<b>Hazard</b>	something that may hurt you or other people in your workplace
<b>Organisation</b>	the place where you work
<b>Security procedures</b>	ways of working that protect property from being stolen or unauthorised people going where they should not

**Unit DR6N 04 (1GEN1)****Maintain a safe, hygienic and secure working environment****Element 1 (1GEN1.1)****Maintain personal health and hygiene**

<b>What you must do (circled numbers must be observed)</b>		<b>Assessor initials/date</b>
Evidence for the remaining points may be assessed through questioning or witness testimony		
①	Wear clean, smart and appropriate clothing, footwear and headgear	
②	Keep your hair neat and tidy and wear it in line with your organisation's standards	
3	Make sure any jewellery, perfume and cosmetics you wear are in line with your organisation's standards	
4	Get any cuts, grazes and wounds treated by the proper person	
5	Report illness and infections promptly to the proper person	

**Unit DR6N 04 (1GEN1)****Maintain a safe, hygienic and secure working environment****Element 1 (1GEN1.1)****Maintain personal health and hygiene**

<b>Candidate name:</b>		<b>Assessor initials/date</b>
<b>No</b>	<b>Activity</b>	
1		
2		
3		
4		
5		
6		

**Unit DR6N 04 (1GEN1)**

**Maintain a safe, hygienic and secure working environment**

**Element 2 (1GEN1.2)**

**Help to maintain a hygienic, safe and secure workplace**

<b>What you must do (circled numbers must be observed)</b>		<b>Assessor initials/date</b>
Evidence for the remaining points may be assessed through questioning or witness testimony		
①	Keep a look out for <b>hazards</b> in your workplace	
2	Identify any <b>hazards</b> or potential <b>hazards</b> and <b>deal</b> with these correctly	
3	Report any accidents or near accidents quickly and accurately to the proper person	
④	Follow health, hygiene and safety procedures in all your work	
⑤	Practise <b>emergency procedures</b> correctly	
⑥	Follow your organisation's security procedures	

<b>What you must cover (minimum requirement for observation in italic and bold)</b>	<b>Activity/Evidence</b> (insert tick or supplementary reference)					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Evidence for the remaining points may be assessed through questioning or witness testimony						
<b><i>Hazards, at least one required from the following:</i></b>						
relating to equipment						
relating to areas where you work						
relating to personal clothing						
<b><i>Ways of dealing with hazards, at least none required from the following:</i></b>						
putting them right yourself						
reporting them to appropriate colleagues						
warning other people						
<b><i>Emergency procedures, at least one required from the following:</i></b>						
fire						
threat						
security						

**Unit DR6N 04 (1GEN1)****Maintain a safe, hygienic and secure working environment****Element 2 (1GEN1.2)****Help to maintain a hygienic, safe and secure workplace**

<b>Candidate name:</b>		<b>Assessor initials/date</b>
<b>No</b>	<b>Activity</b>	
1		
2		
3		
4		
5		
6		

**Unit DR6N 04 (1GEN1)****Maintain a safe, hygienic and secure working environment**

<b>What you must know for the Unit</b>	
<b>For the whole Unit</b>	
K1	Your responsibilities under the Health and Safety at Work Act
K2	Why it is important to work in a healthy, safe and hygienic way
K3	Where you can get information about health, hygiene and safety in your workplace
<b>Element 1 (1GEN1.1) Maintain personal health and hygiene</b>	
K4	General rules on hygiene that you must follow
K5	Why correct clothing, footwear and headgear should be worn at all times
K6	Why it is important to maintain good personal hygiene
K7	What you should do if you have cuts, grazes and wounds and why it is important
<b>Element 2 (1GEN1.2) Help to maintain a hygienic, safe and secure workplace</b>	
K8	The types of hazards that you may find in your workplace and how to deal with these correctly
K9	Hazards you can deal with yourself and hazards that you must report to someone else
K10	How to warn other people about hazards and why this is important
K11	Why you should report accidents and near accidents and who you should report these to
K12	Types of emergencies that may happen in your workplace and how to deal with these
K13	Where to find first aid equipment and who the registered first-aiders is in your workplace
K14	Safe lifting and handling techniques that you must follow
K15	Other ways of working safely that are relevant to your job and why these are important
K16	Your organisation's emergency procedures, in particular for fire, and how you should follow these
K17	The possible causes of fire in your workplace
K18	What you can do to minimise the risk of fire
K19	Where to find fire alarms and how to set them off
K20	Why you should never approach a fire unless it is safe to do so
K21	Why it is important to follow fire safety laws
K22	Your organisation's security procedures and why these are important
K23	The correct procedures for dealing with customer property
K24	Why it is important to report all usual/non-routine incidents to the appropriate person

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Knowledge evidence retained

**Assessor signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Unit DR6N 04 (1GEN1)****Maintain a safe, hygienic and secure working environment**

<b>Candidate name:</b>		<b>Assessor initials/date</b>
<b>Ref</b>	<b>Supplementary evidence</b>	
A		
B		
C		
D		
E		
F		
G		
H		

Assessor Feedback